

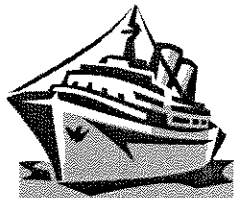
NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

August 2005, No. 05-2

Kenneth Y. Nakamatsu, Director
Department of Human Resources



Pre-Retirement Planning Seminar – Thinking about retirement in the next 5 years?

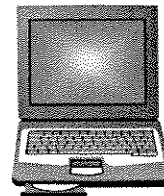
The Pre-Retirement Planning Seminar is designed for employees who plan to retire within the next five years. This one-day seminar brings together speakers from the State Employees' Retirement System, Employer Union Trust Fund, ING (our deferred compensation provider), and the Social Security Administration. The next seminar is scheduled for **Thursday, September 8, 2005**. Contact your department training coordinator if you are interested in attending this all day class.

(NOTE: Uniformed police officers and fire fighters should inquire with their respective training coordinators about a pre-retirement seminar specifically targeted for their needs.)



Available at your finger tips:

These websites and phone numbers are provided to assist you.



City & County of Honolulu
24-Hour Job Information Line
Job Information/On-Line application
Class specification

Phone: 523-4301
www.honolulu.gov/hr (click onto "JOBS")
www.honolulu.gov/hr/classification.htm

State of Hawaii Employer-Union Health Benefits
Trust Fund

Phone: 586-7390
www.eutf.hawaii.gov/

State of Hawaii Employees' Retirement System

Phone: 586-1736
www4.hawaii.gov/ers/

Deferred Compensation Plan – ING

597-8213

Internal Revenue Service, U.S. Treasury
Department – Withholding Calculator

www.irs.gov/individuals/article/0,,id=96196,00.html

Social Security Administration

Phone: 1-800-772-1213
www.ssa.gov/retirement

These websites offer general information. Each agency should be contacted for specific information.

REYNOLDS RECYCLE REDEMPTION CENTER (MACHINES)

NOW AVAILABLE IN THE HMB LOBBY

Monday-Friday 8 a.m. to 5 p.m.

Closed on Saturday & Sunday

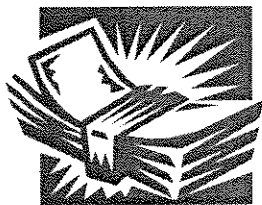


Department of Human Resources • Job Information Center • 650 South King Street, 10th Floor

Hours: 7:45 A.M. To 4:30 P.M. • 24-Hour Job Information Line: 523-4301

Visit our website at: www.honolulu.gov/hr

Who gets your \$26,000 life insurance?



City employees who receive health benefits are eligible for a free \$26,000 (under age 65) life insurance policy. In the event of your unforeseen death as an employee, the person or persons identified as beneficiary(ies) is eligible to receive the \$26,000. Who did you name as your beneficiary to the \$26,000 life insurance? If you can't remember, please call your department personnel officer to complete a new form. ■

CHOOSE DIRECT DEPOSIT

Do you have your paycheck directly deposited into your financial institution on payday? With direct deposit, whether you're on vacation, sick leave or traveling out of town, your pay will be deposited into your account.



Direct deposit is the safest, most convenient way to get your money into your checking or savings account. You will still receive a statement from the City and a monthly account statement from your financial institution. The City payroll office will honor direct deposit forms from any participating financial institution.

Direct deposit authorization forms are available via the City's intranet eforms under "BFS FORMS". Complete the form and submit it to your department's personnel office. If you do not have access to the City's intranet, contact your department personnel office for an authorization form.

(When you are on industrial leave and have exhausted your sick and vacation leaves, check with your supervisor or department personnel office regarding your paycheck.)

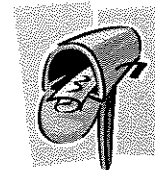
Leave Sharing Program

The City's Leave Sharing Program allows employees to donate their accumulated vacation leave credits to another employee who has a serious illness or injury.

In December 1998, the City's Leave Sharing Program was amended to include leave to care for a family member suffering from a serious illness or injury. Family member is defined as an employee's parent, parent-in-law, spouse or child, or stepchild in a parent-child relationship with the employee; and who requires vigilant medical attention for at least 30 consecutive days. The child must be living with and a tax dependent of the employee. Parent means biological or adoptive.

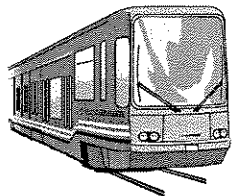
Contact your department personnel officer for more information.

Update Your Personal Information



If you have a new mailing address, complete a "Notification of Address Change" form. The form is available via the City's intranet eforms under "BFS FORMS". Complete the form and submit it to your department personnel office. If you do not have access to the City's intranet, contact your department personnel office for a form.

THE COMMUTER CHOICE PRE-TAX OPTION



The federal **Commuter Choice Pre-Tax Benefit** is available to all City employees.

What is it? You may designate as a pre-tax item your monthly City parking fee, bus pass or mass transit fees via payroll deduction. By your choosing, the monthly cost is deducted from your gross salary in advance and transmitted to the respective transit company. Mass transit alternatives include: TheBUS, LOTMA, Vanpool Hawaii, State Ferry and TheHANDI-VAN. Other transit alternatives may be added as they become available. You must complete the appropriate forms.



Since pre-tax deductions will decrease total taxable income, you may want to consult with your tax advisor to determine the impact the pre-tax approach may have on your social security benefits and deferred compensation contributions.

How can I enroll? Contact your department personnel office.

What if your parking fees are already deducted through payroll deduction? Complete the pre-tax election form that you can obtain from your department personnel office.